

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

### OFFICE FOR THE AGING

### AGING SERVICES ASSISTANT

**SALARY: \$35,675 PLUS EXCELLENT BENEFITS**

This work involves responsibility for assisting professional staff in support of Office for the Aging programs. Duties are performed under the general supervision of the Director of the Office for the Aging with some leeway allowed for the exercise of independent judgment. Supervision may be exercised over clerical support staff or senior citizens employed through governmental programs. Performs related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or University with an Associate's Degree in Social or Behavioral Sciences, Human Services, Public Administration, Business Administration or related field; or
- B. Graduation from High school or possession of a high school equivalency diploma and two years of full time paid experience in the provision of services to the elderly; or
- C. An equivalent combination of training and experience as defined in (A) or (B) above.

**SUBMIT RESUME/APPLICATION TO:**

John J. Kalinkewicz, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, New York 12020

This position will be filled provisionally pending the results of a Civil Service examination to be scheduled at a later date.

Applications accepted until a selection is made.

*"An Equal Opportunity Employer with an Affirmative Action Program"*

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